The Electronic Records Archives (ERA)

Records Administration Conference

RACO West 2005 – June 28, 2005

Sheraton Seattle Hotel & Towers
Seattle, Washington

ERA Program Update

Fynnette Eaton
ERA Program Staff

Electronic Records Archives Vision

"The Electronic Records Archives will authentically preserve and provide access to any kind of electronic record, free from dependency on any specific hardware or software, enabling NARA to carry out its mission into the future."

The Electronic Records Archives (ERA) Program Management Office

- Acquisition of the ERA system
- Organizational change management
  - Enable NARA to implements the system successfully
- Research and Exploratory Development
  - Address new challenges posed by
    - Continuing change in Information Technology
    - Its use in government
  - Capitalize on progress in technology

NARA's Electronic Records Challenge

- **Preserve any type of electronic record**
  - Created using any type of application,
  - On any computing platform
  - From any entity in the Federal Government, and any donor
  - Provide discovery and delivery to anyone with an interest and legal right of access
  - Now and for the life of the Republic, and

- **Provide effective policies, strategies, standards, guidance, and tools for federal agencies to manage electronic records in support of their lines of business**

NARA's Strategy

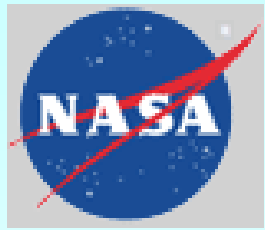
1. **Attack the critical preservation problem**

2. **Find solutions in commercially viable, mainstream technologies being developed to support e-commerce, e-government and the next generation national information infrastructure**

3. **Align with overall direction of Information Technology in the U.S. Government**

4. **Define the requirements in terms of the lifecycle management of records**

Partnerships



National Science Foundation

San Diego Supercomputer Center

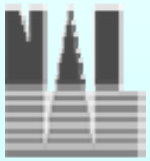
Global Grid Forum

National Center for Supercomputing Applications

The Library of Congress

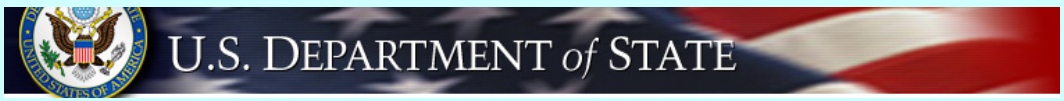
DIGITAL LIBRARY FEDERATION

Army Research Laboratory



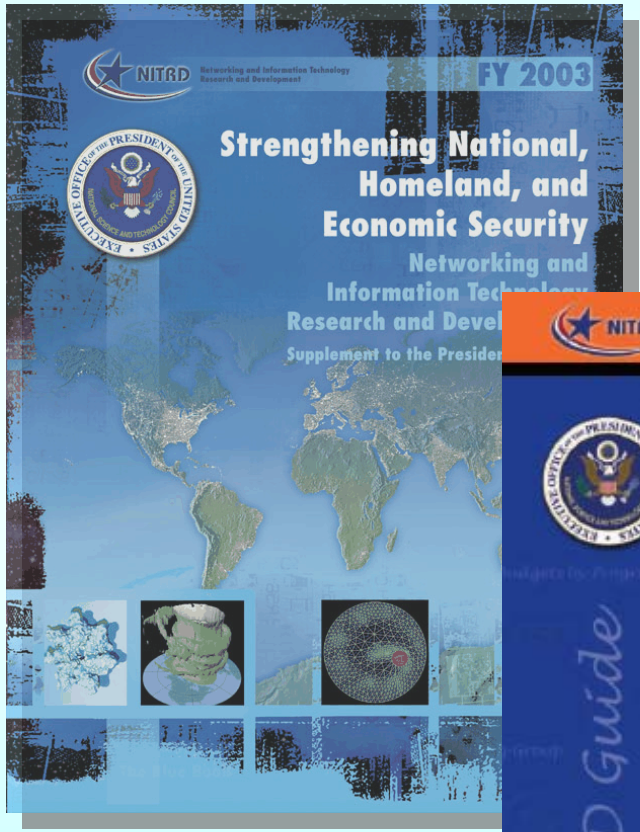
National Agricultural Library

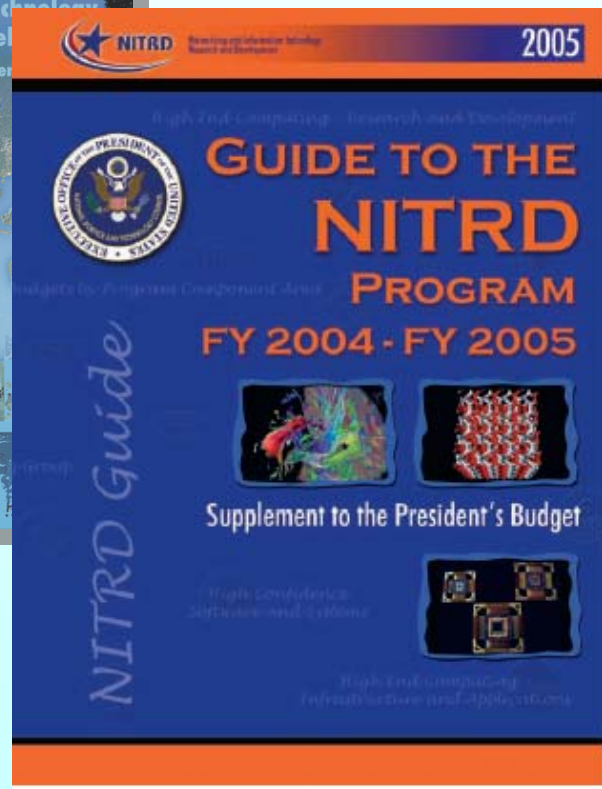
NIST



…and many other Federal Agencies and their Records Officers

Strategic Alignment





"Strategies to assure long-term preservation of digital records constitute another particularly pressing issue for research...."

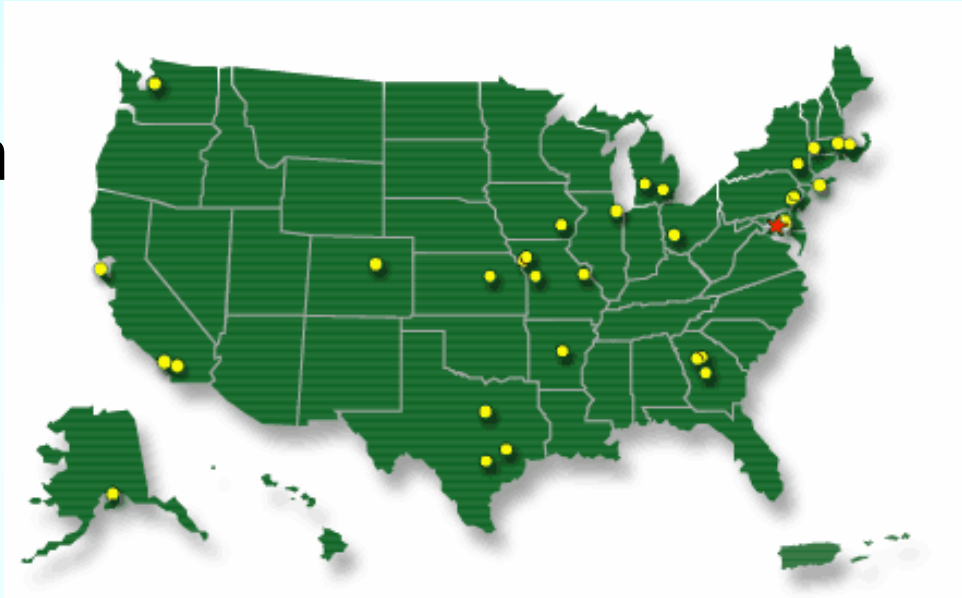
The ERA System Will Support:

- **Workflow and collaboration tools**
  for lifecycle management of all types of records, temporary and permanent
    - within NARA
    - between NARA and other agencies

- **Ingestion, preservation and access to electronic records**
    - In the National Archives,
    - Federal Records Centers, and
    - Presidential Libraries

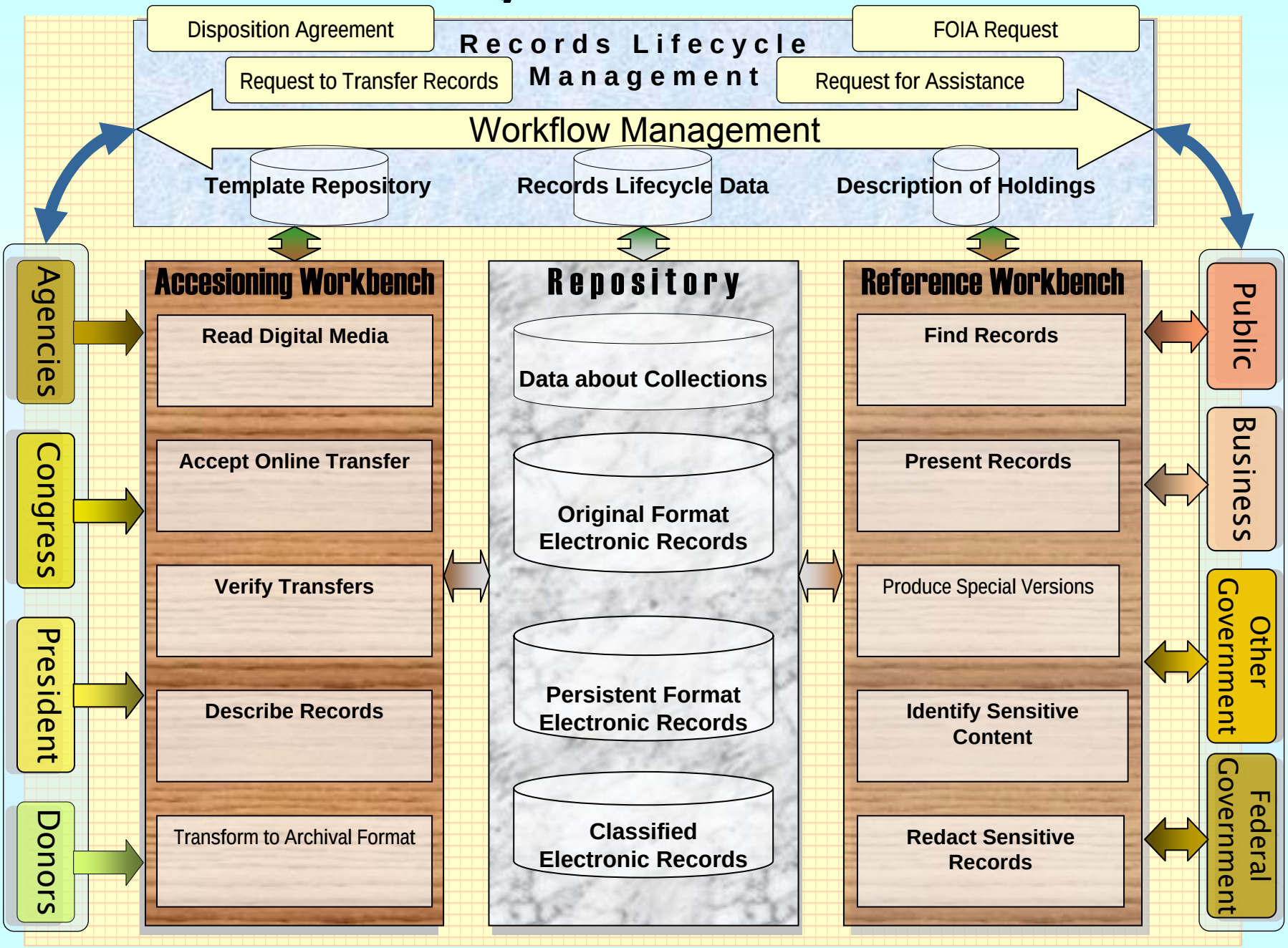
ERA in Geographic Space

NARA's nationwide system to support the lifecycle management of all records and donated materials in



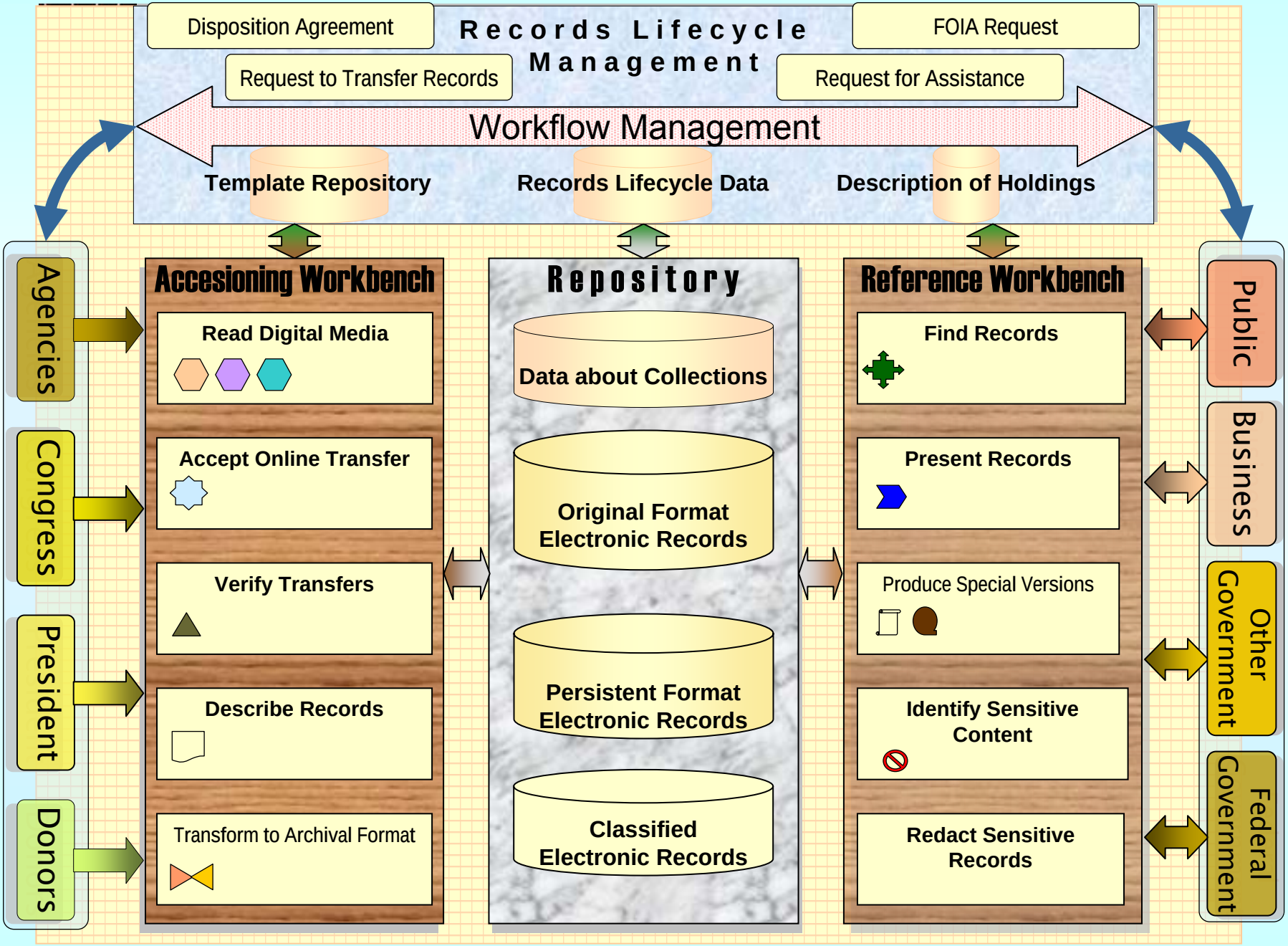
- **National Archives**
- **Presidential Libraries**
- **Federal Records Centers**

ERA Virtual Workspaces



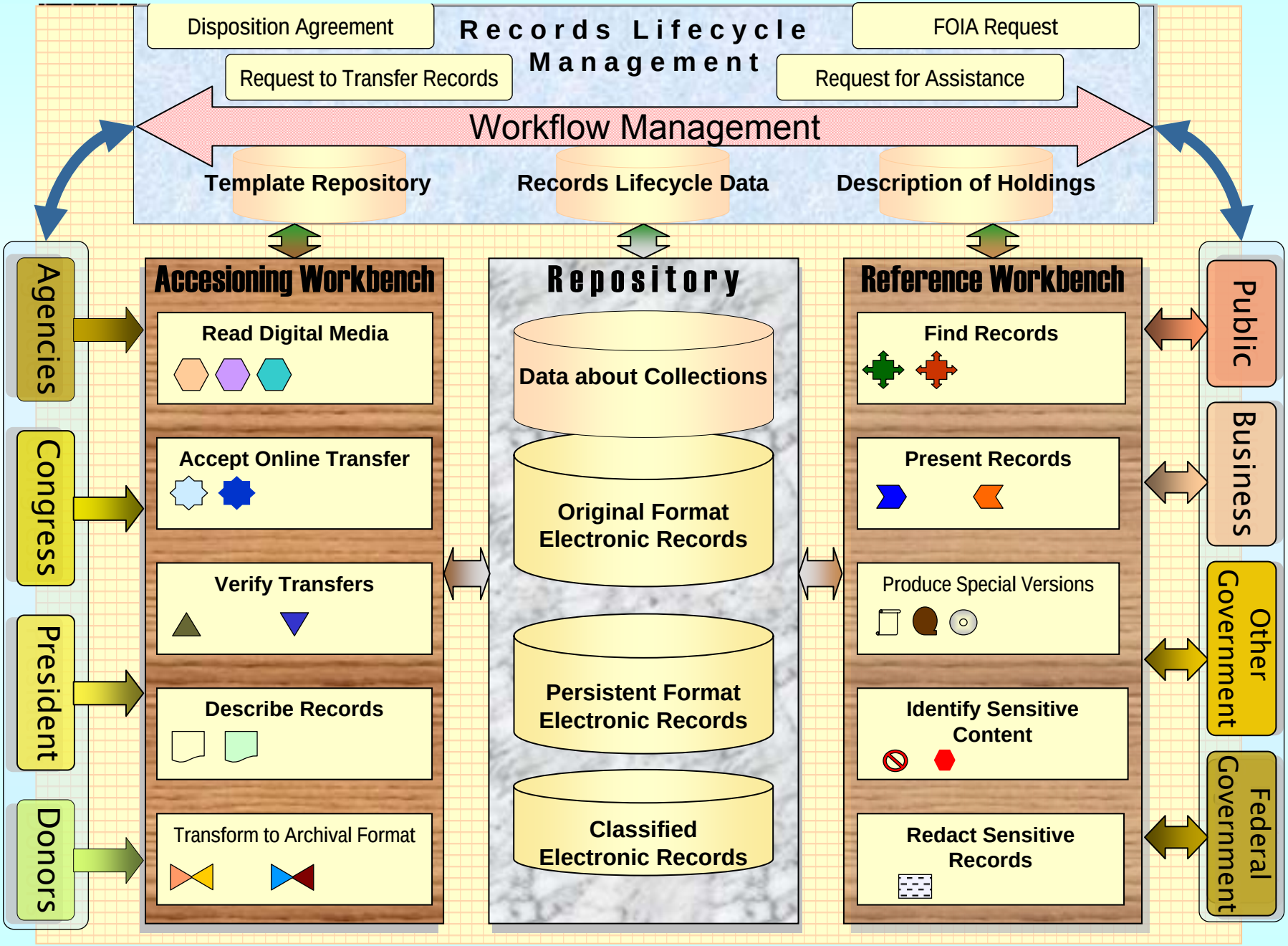
ERA Virtual Workspaces

Increment 1



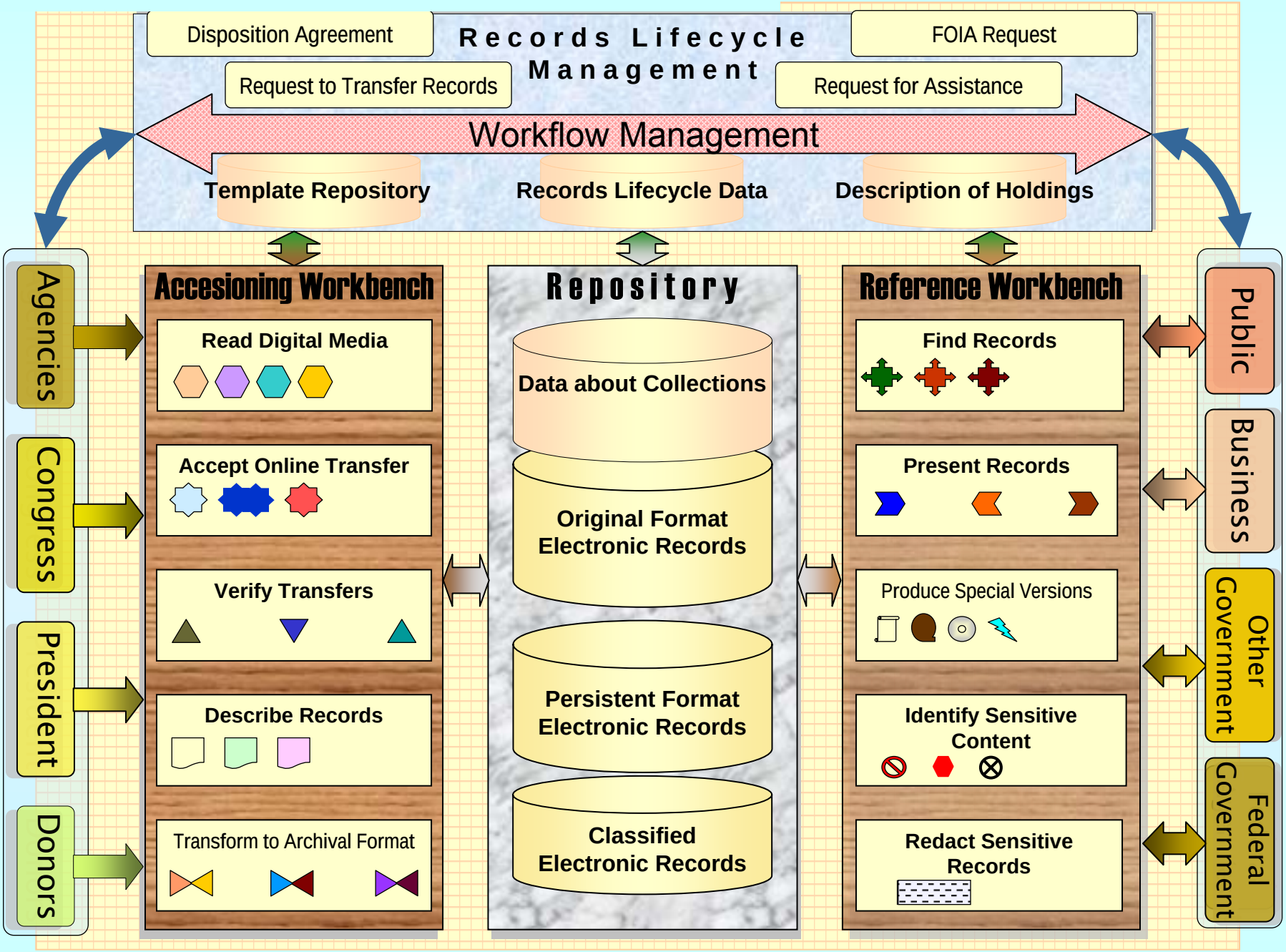
ERA Virtual Workspaces

Increment 2



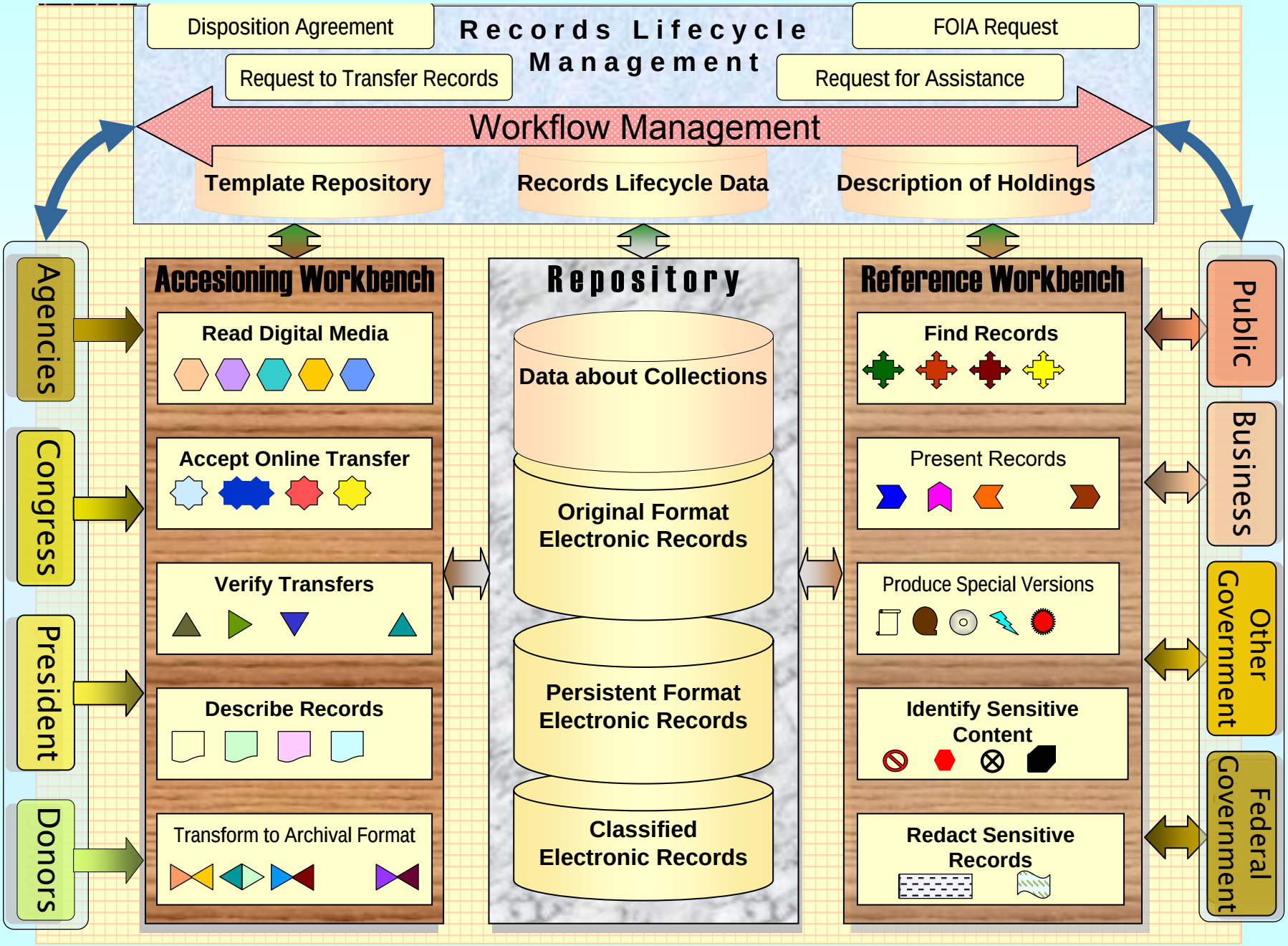
ERA Virtual Workspaces

Increment 3



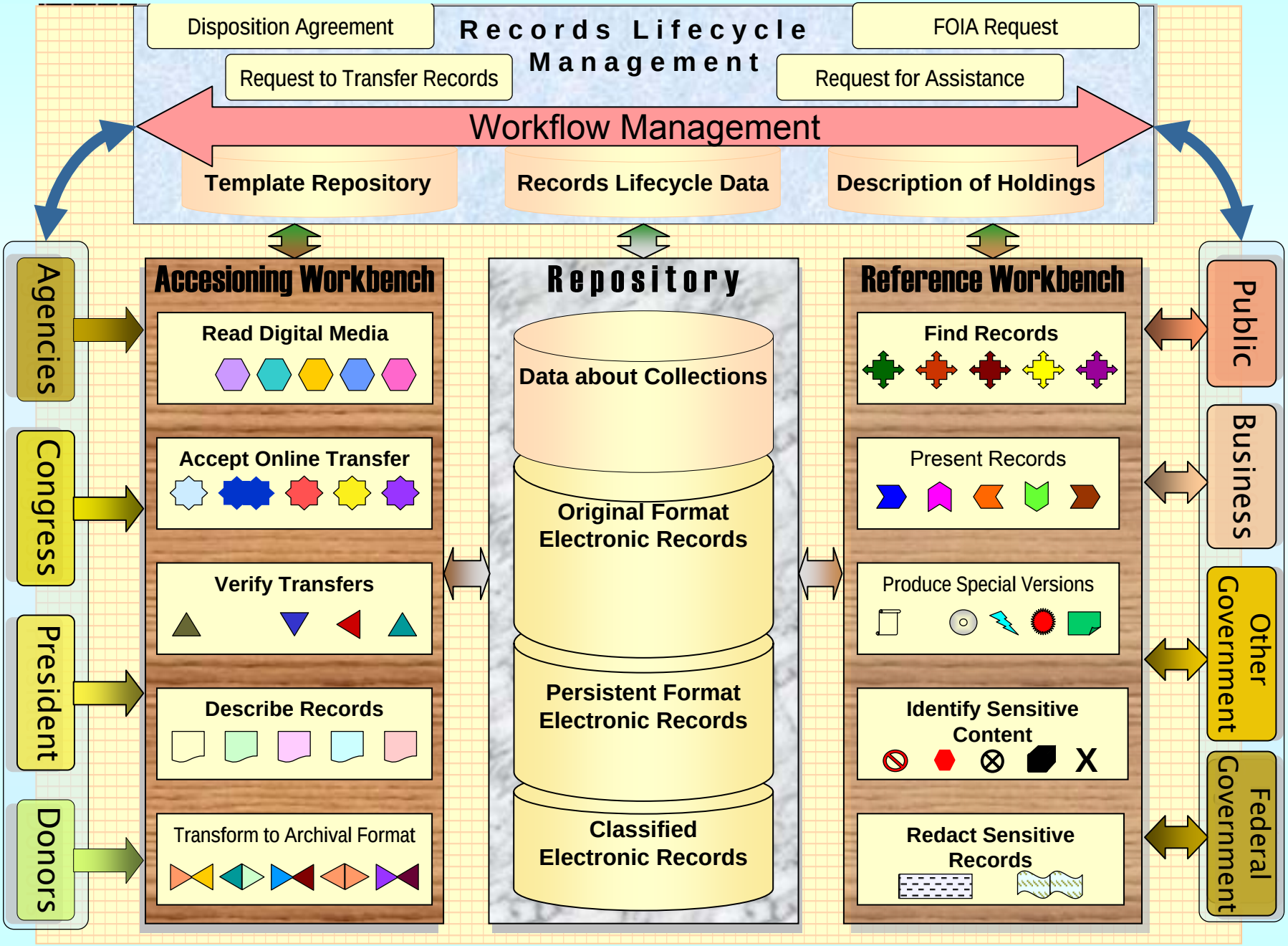
ERA Virtual Workspaces

Increment 4



ERA Virtual Workspaces

Increment 5



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Address http://www.archives.gov/electronic_records_archives/acquisition/design_contract_award.html Go

Electronic Records Archives

Sign On

- ❑ New User
- ❑ Registered User

❑ Contact NARA

Use ERA to:

- Search for records and information in the National Archives and Presidential Libraries
- Order copies of records
- Find out about records in other federal agencies

- About ERA
- Records Management in ERA
- ERA System development
- The Virtual Archives Lab
- ERA Partners

What's New in ERA?

- Declassified State Department Diplomatic Messages, 1975, released
- New ways to search for records
- ERA Greatest Hits!
- New Records Center Services for Electronic Records

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Scheduling Workbench for: ***N. O. Moore, Records Officer, NITA***

Search Records Schedules

- ❑ My agency's schedules
- ❑ Other agencies' schedules
- ❑ General Records Schedules
- ❑ By Record Type

Develop Record Schedule

- ❑ Create new schedule
- ❑ Edit draft schedule
- ❑ Modify existing schedule
- ❑ Derive from existing schedule

Submit Record Schedule

- ❑ First draft
- ❑ Revised draft
- ❑ For final approval
- ❑ Withdraw schedule

Notices

August 31, 2007

- ❑ Request for Disposition Authority, N1-2007-999-1, **approved**
- ❑ NARA questions on draft schedule, N0-2007-999-5
- ❑ NARA requests comments on proposed revision to GRS 14.

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ERA Home | Schedule Records | Transfer Records | Records Disposition | Retrieve Records

Create Record Schedule for ***National Institute of Transactional Analysis***

Author: ***N. O. Moore, Records Officer***

Agency Schedule ID: ***NITA-2007-N1***

- Item **1** Title: **Transactional Analysis Reporting System (TARS)**
- Records Description: Final, reviewed and verified data for all transactional analyses conducted by NITA.
- Disposition

Retain in agency 10 years ▼

Transfer to FRC **When 10 years old**

(check 1) Permanent: ☐ Temporary: ☐

Draft FRC Service Agreement for

Draft Schedule: ***NITA-2007-N1*, Item *1***

- ItemTitle: Transactional Analysis Reporting System (TARS)
- Type of Records (check 1) : Electronic [X] Non-electronic [ ]

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Address http://www.archives.gov/electronic_records_archives/acquisition/design_contract_award.html Go

Draft FRC Service Agreement for Draft Schedule: ***NITA-2007-N1*, Item *1***

- ItemTitle: **Transactional Analysis Reporting System (TARS)**
- Type of Records (check 1) : **Electronic** X Non-electronic ☐
- Means of Transfer (check 1): Internet ☐ Physical media ☐
- Optional Services (check all desired)
  - Access:
    - ☐ Return physical media
    - ☐ Return files via Internet
    - ☐ Online access to records
  - Preservation:
    - ☐ Media refreshment
    - ☐ Format Migration
- Disposition (check 1):

☐ Destroy Media ☐ Delete Data ☐ Secure Destruction

System Analysis & Design Phase

- **August 2004:**
  Selected Harris and Lockheed Martin Corporations as prime system integrators to develop competing architectures and designs for the ERA system
- **Major Milestones:**
  - Integrated Baseline Reviews of each contractor's management of the project: *completed*
  - Systems Requirements Reviews: *completed*
  - ERA System Design Reviews: May
  - ERA Prototype Demonstrations: June
- **August 2005:**
  Select one contractor to develop and implement the system

Some Examples of how ERA will facilitate the Records Management Process

ERA will be a **TOOL** for agency Records Officers to:

- **Track a schedule** that has been submitted for approval;
- **Search for examples** of approved records schedules;
- Use existing schedules as **models to develop new ones;**
- Use automated authoring and editing tools to **draft and revise records schedules** (SF-115s) and submit them to NARA; and
- **Send samples of electronic records** covered by proposed schedules to NARA.

Examples of how ERA will facilitate Records Disposition and Transfer

- **Request transfer** of physical custody of any type of record to NARA;
- **Transfer custody** of electronic records to NARA;
- **Approve destruction** of temporary records stored in Federal Records Centers; and
- **Approve transfer** to NARA of legal custody of permanent records.

Examples of how ERA will facilitate Storing, Preserving and Accessing Permanent Electronic Records

- Access electronic records that have been migrated to new formats,
- Output copies of electronic records in appropriate formats,
- Output electronic records on a variety of media,
- Search for records using a variety of search paths,
- Request access to or return copies of their own records,
- Receive online transfers of electronic records from NARA,
- View electronic records stored at NARA online,
- Authorize third party access to agency records held in Federal Records Centers, and
- Collaborate with NARA or other equity holders on review and redaction of records with restricted content.

ERA Functionality

- **ERA will handle disposition processing** for all records at NARA, both temporary and permanent.
- **ERA will provide workflow tools** that Federal Records Centers may choose to use.
- ERA will support easier and more timely **transfer of records** from temporary to archival holdings.

ERA Will Not…

- ERA will not create Schedules
- ERA will not perform Appraisals
- ERA will not manage locations for paper records

ERA Functionality

- ERA will handle classified records separately from non-classified records

- ERA will be as close as your desktop.

New Opportunities

- New **search** techniques
- **Improved access** to electronic records
- Access to all records **schedules that already exist**
- Access to life cycle information **across all archival functions**, for example:
  - **SF-115s** Records Schedules
  - **SF-135s / SF-258s** Records Transfer Documentation
  - **ARC** Records Descriptions

Change Management Responsibilities

- Enable ERA to **successfully achieve its goals**
- Create awareness among **ERA stakeholders**
- Facilitate alignment between **processes, people, and technology**
- Help stakeholders **assimilate the changes** ERA brings

Change Management Activities

Communication

- Website, Meetings, Emails

Assessment

- Readiness, Current State, Fatigue

Training

- Change Sponsorship, Agency Interactions

Your ERA Contact

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www.archives.gov/era